



# Scheduled Maintenance Checks for the VRDB



Frequency of Check after January 2006 Loading Check	Voters with Duplicate Registrations	Deceased Voters	Felons
Identifying Matches	<p>Monthly *</p> <p>Step 1</p> <ul style="list-style-type: none"><li>Names and dates of birth are compared (Secretary of State);</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>If available, driver’s license and DOL issued state ID card numbers are compared (Secretary of State).</li></ul> <p>Step 2</p> <p>Duplicate reports are sent to the counties, which compare signatures to determine whether records are for the same voter (County Auditors).</p> <ul style="list-style-type: none"><li>If the records are from two different voters, the records remain active (County Auditor).</li><li>If the records are for the same voter, the Auditor determines which record should remain active (County Auditor).</li></ul>	<p>Monthly **</p> <p>Step 1</p> <ul style="list-style-type: none"><li>Names and dates of birth are compared with information on deceased persons supplied by the Registrar of Vital Statistics and the Social Security Administration (Secretary of State).</li></ul> <p>Step 2</p> <p>Proposed deceased voter reports are available to the Auditors (Secretary of State).</p> <ul style="list-style-type: none"><li>Reports must be approved or rejected within five days (County Auditor).</li><li>On the sixth day, the voter registration database cancels the registrations (Secretary of State).</li><li>The status of a deceased voter’s registration may be changed at any time (Auditor).</li></ul>	<p>Quarterly ***</p> <p>Step 1</p> <ul style="list-style-type: none"><li>Names and dates of birth are compared with the Washington State Patrol’s criminal history database (Secretary of State).</li></ul> <p>Step 2</p> <p>Information from matches identified in Step 1 is compared with data from the Office of the Administrator for the Courts, Indeterminate Sentence Review Board, and the Clemency Board to determine whether certificates of discharge or gubernatorial pardons have been granted for each felony conviction (Secretary of State).</p> <ul style="list-style-type: none"><li>If civil rights have been restored, the registration record is flagged to prevent future cancellation for the same felonies (Secretary of State).</li><li>If rights have not been restored for all felony convictions, the potential felon’s registration status is changed to “pending cancellation” (Secretary of State).</li></ul>
Notifying the Voter	<p>A notice of cancellation may be sent to the voter but is not required. The voter is not being cancelled from the list – only a duplicate record of his/her registration is being removed (County Auditor).</p>	<p>No notice is provided to deceased voters because families are grieving. However, if a registration is cancelled in error, the Auditor’s Office may be notified and a provisional ballot supplied.</p>	<p>A notification letter is sent to potential felons whose rights have not been restored. The letter states that the felon must contact the Auditor within 30 days to request a hearing. He or she may also request a provisional ballot if an election is pending. The Auditor may change the potential felon’s status to reflect information provided by the potential felon. If the potential felon does not contact the Auditor within 30 days, the registration is cancelled. (Secretary of State).</p>

NOTE: Either “County Auditor” or “Secretary of State” is listed after each entry, indicating which office has responsibility for that item.

\*Prior to entry into a county’s election management system, new registrations are checked against the VRDB for previously existing registrations with the same name and date of birth as the applicant. If a duplicate registration is identified, it is resolved before the new registration is activated (County Auditors).

\*\* Auditors may also match names from obituaries to their registration list and use either the date of birth or address to verify the match and cancel the registration (County Auditors).

\*\*\* The County Superior Court via the local County Clerk’s Office notifies the Auditor of any new felony convictions in the county so any voter registrations may be cancelled.